

Support Staff - Job Description

Department: Support
Title of Post: Invigilator
Grade: TBC
Responsible to: Exams Officer and Exams Coordinator
Hours: As and when required.

DESCRIPTION OF THE ROLE

Bourne Grammar School is a dynamic educational community built on strong ethical foundations. We believe in supporting all members of our school, whether they be students or staff, and we share a commitment to fostering a positive atmosphere and promoting the best possible outcomes for all. As an employer we ensure strong professional development opportunities and encourage staff to identify ways in which they can improve and develop. We believe in adjusting to individual need and treating individuals as individuals. Leadership within the school is characterised by collaboration, consultation and a willingness to listen.

Our invigilators are expected to:

1. provide an efficient and effective invigilation support in conducting internal and external examinations for students ensuring that all JCQ and other awarding bodies regulatory requirements are strictly adhered to
2. have an understanding of and commitment to maintaining the appropriate standards of confidentiality/security of examination material
3. provide support by reading and/or scribing for students who have been given access arrangements for their examinations

SPECIFIC AIMS AND KEY RESPONSIBILITIES

To work under the direction of the Exams Office:

- To ensure exam room has all required signs to conduct the exam and is set up in accordance with the JCQ (Governing Body for exam boards) requirements
- To assist with the setup of exams including the layout of rooms, stationery, equipment and exam papers
- To assist students prior to exam by directing them to their seats
- To support the Team Leader, Senior Invigilator, Exams Coordinator and Exams Officer with the smooth running of exams

- To ensure and maintain up to date knowledge, including any new rules (tends to be annual updates of changes etc.)
- To ensure familiarisation of any instructions for the conduct of examinations
- To adhere to all JCQ Regulations outlined in instructions for conducting examinations
- To read out examination instructions
- To complete annual online training made available by 'The Exams Office' and attend annual BGS training/update session
- To accurately record examination start and finish times
- To instruct students to begin examinations
- To accurately complete attendance register and seating plan as required
- To ensure silence in the examination room and avoid disruption.
- To ensure that all students comply with any instructions.
- To endeavour that no student has forbidden items and removing/reporting any found.
- To ensure that students do not converse, signal or otherwise communicate with each other or other persons, record any incidents and report these to the Team Leader, Exams Coordinator, Exams Officer or other appropriate person.
- Escort students to the toilet, under exam conditions, when needed.
- At the end of the examination, collect student and question papers in accordance with instructions.

Safeguarding responsibilities

All school staff have a responsibility to safeguard and promote the welfare of children and young people. Safeguarding and promoting the welfare of children is defined as:

- Providing help and support to meet the needs of children as soon as problems emerge.
- Protecting children from maltreatment, whether that is within or outside the home, including online.
- Preventing the impairment of children's mental and physical health or development.
- Ensuring that children grow up in circumstances consistent with the provision of safe and effective care.
- Taking action to enable all children to have the best outcomes.

MANAGEMENT OF PEOPLE

No Line Management of staff required in this role.

SUPERVISION OF PEOPLE

Supervision of students before and during examinations
Supervision of students in between exams, where clashes are present as directed by the Exam Coordinator and Exam Officer

CREATIVITY AND INNOVATION

None required.

CONTACTS AND RELATIONSHIPS

- Daily contact with the Examinations Officer and Examinations Coordinator
- Contact with all employees and students at the School

DECISIONS

Discretion:

- Report all incidents to the Examinations Office.

Consequences:

- Impact on reputation if students fail to achieve their post 18 potential through University and University offers and attendance drops significantly or students don't continue into other further education or employment routes.
- Impact upon how the School is viewed by parents, students and outside agencies on quality and standing in the community.
- Impact of GDPR data breaches – significant amounts of confidential data is handled by the post-holder.
Impact if the internal and external exams are not handled securely and in hand with regulations.
- Impact on the School's reputation and on the potential number of future admissions if the School was picked up on any malpractice in the way it runs external and internal exams.

RESOURCES

- Invigilator Duties Pack, provided by the Examinations Coordinator and Exam Officer

WORK ENVIRONMENT

Work Demands

The post is subject to:

- Long periods of time in silence

Physical Demands

- Distribution of examination papers

Work Context

- BGS is a grammar school with approximately 1700 students.

KNOWLEDGE AND SKILLS

The postholder must possess:

- Excellent communication skills
- Excellent interpersonal skills
- The skill and ability to work as part of a team
- Excellent time management skills
- The ability to work calmly under pressure
- The ability to prioritise tasks in a role that has constantly changing priorities
- The skills of discretion and sensitivity regarding access to confidential information (admissions information etc.)
- Sound professional judgement
- Sound numeracy skills
- Sound ICT skills
- A clean record of practise in exam invigilator, where appropriate

GENERAL

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change

the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

Equal Opportunities - The post holder is required to carry out the duties in accordance with Bourne Grammar School's Equal Opportunities policies.

Health and Safety - The post holder is required to carry out the duties in accordance with the Bourne Grammar School's Health and Safety policies and procedures.

Safeguarding - All school staff have a responsibility to safeguard and promote the welfare of children and young people within the school.

Job Description written/updated by [Line Manager]:

Name: Signature: Date:

Job Description agreed by [Post holder]:

Name: Signature: Date: